

# Anna Botsford

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## Education

*Northeastern Illinois University*

M.A. Geography and Environmental Studies, (degree anticipated December 2020)

*University of Wisconsin- Milwaukee*

B.A. Urban Studies, Minor Conservation Environmental Science, May 2018

- Dean's List 2014-2018, 3.8 GPA
- Relevant Courses: Environmental Problems, Urban Environmental Change and Social Justice

## Work Experience

BMO Harris Bank, Chicago, IL

March 2019-Present

*Administrative Supervisor (Full Time)*

- Coordinate special projects, manage schedules, book travel
- Interacting with vendors, contractors, and professional services personnel to receive orders, direct activities, and communicate management instruction
- Assist team members with completing daily tasks
- Perform general office duties, sorting and handling incoming and outgoing mail, typing, filing
- Maintain and update budget spreadsheets for departments and projects

C & J Clark America, Inc, Milwaukee, WI

February 2016- March 2019

*Store Manager (Full Time)*

- Served as the Manager on Duty for the store in all aspects while working and opening and closing the store in accordance with company standards.
- Resolved customer complaints and provide solutions
- Handled employee work schedules
- Assisted in training and coaching employees on policies and procedures.
- Organized the store merchandise and ensure a clean work environment

Mark Kuschinski Milwaukee, WI

June 2017- June 2018

*Personal Assistant*

- Contributed to the simplification and efficiency of daily activities to the home
- Exercised confidentiality and discretion at all times
- Responsible for the upkeep and general maintenance of the home
- Cared for the general well-being of 3 children and animal on a light basis in their home
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Michael's Craft Store Chicago, IL

2014-2016

*Sales Associate (Part Time, Seasonal)*

- Evaluated inventory and ensured availability of products on sales floor
- Resolved customers concerns and inquires
- Stocked and maintained product display in accordance to company standards
- Cashed out customers' merchandise in an effective manner
- Answered telephone inquiries regarding product price and availability

## Volunteer Experience

- Habitat Restoration: River Revitalization
- Groundwork Milwaukee

Exemplary references available